

EDITED TASK LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervises the progress of youthful offenders/parolees in making social adjustments to enhance public safety by monitoring, communicating and coordinating with courts/law enforcement, social service agencies, community based organizations and stakeholders in accordance with the laws and regulations and Division of Juvenile Justice policy and procedures, as required.
2.	Provides parole services by supervising parolee caseloads (i.e., evaluate/interpret assessment needs to provide: counseling/directing, support and service referrals; verify residence and employment, etc.) to monitor compliance with conditions of parole and adjustments within the community by utilizing and evaluating field/placement contacts, office visits, substance abuse testing, collateral contacts, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
3.	Assists with re-entry into the community by assessing and evaluating the needs of youthful offenders by providing/referring them to appropriate community resources/services (e.g., mental health, substance abuse treatment, education/vocational/employment programs, parenting/domestic violence/anger management classes, notification and registration requirements, placement, social services, etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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Task #	Task
4.	Plans and implements casework strategies (e.g., mental health, substance abuse treatment, education/vocational/employment programs, behavioral interventions, parenting/domestic violence/anger management classes, sex offender counseling, registration requirements, placement, social services, etc.) in promoting growth, maturity, and stability in youthful offenders to assist with their institutional treatment plan and re-entry into the community by providing and/or referring them to appropriate community resources and services in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.
5.	Reviews and analyzes youthful offenders' case history, prior criminal behavior pattern, thought process and contributing community factors to develop an Individual Change Plan (ICP) utilizing clinic documents, Identified Treatment Issues (ITI), court records, mental health reports, parole placement plans, etc. in accordance with laws and regulations, and Division of Juvenile Justice policy and procedures, as required.
6.	Interviews youthful offender, family/relatives, friends, school officials, probation staff, law enforcement agencies and various stakeholders of youthful offenders to monitor and evaluate the progress made in individual treatment programs and living conditions to develop an individual re-entry, and parole transition program utilizing communication skills, clinic documents, court records, mental health reports, etc. in accordance with the laws and regulations, and Division of Juvenile Justice policy, procedures, as required.

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7.	Reviews the Risk/Needs Assessment and current level of mental health care (LOC) of youthful offenders to determine supervision levels, establish appropriate special conditions of parole, and to develop an Individual Change Plan (ICP) and parole plan by assessing the youthful offenders' commitment offense(s) and prior criminal history, proposed placement and employment/education, financial resources, disability issues/concerns, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
8.	Develops community resources (i.e., employment/vocational programs, treatment programs and medical/mental health services) or serves as a resource liaison to ensure appropriate program utilization, and contract compliance by utilizing outside contractors, community based transitional programs, parole based school programs, out-of-home placements, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
9.	Acts as a liaison with law enforcement, legal entities, public agencies and the community for Division of Juvenile Parole Operations by attending and facilitating meetings (e.g., briefings, gang and other related conferences, training sessions, schools, stakeholder meetings, etc.) to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences to promote public awareness and safety, as required.
10.	Evaluates and reports youthful offenders' progress and makes recommendations to the Board of Parole Hearings (BPH)/Youth Authority Board (YAB) and/or Youth Authority Administrative Committee (YAAC) of needed changes in institutional and parole status (e.g., program credit policy) and discharge from supervision when appropriate, in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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11.	Apprehends and arrests youthful offenders/parolees who are suspected of involvement in criminal activities, violations of parole or presents a danger to self or others, etc., to promote public safety and hold the youthful offenders/parolees accountable for their behavior utilizing surveillance, search and seizure of evidence, other law enforcement agencies, safety equipment (e.g., soft body armor, chemical agents, weapons, hand held radio, mechanical restraints), etc. in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
12.	Provides periodic transportation for parolees (e.g., employment interviews, hearings, jail, parole office, pick-up from institutions, social service agencies, etc.) to accomplish the Division of Juvenile Parole Operations goals and objectives utilizing a state vehicle in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
13.	Conducts parole searches of parolees' person and property under his/her immediate control (e.g., placement, vehicle, etc.) to confiscate/secure contraband (e.g., illegal drugs, drug paraphernalia, weapons, alcoholic beverages, etc.) and ensure appropriate living conditions for compliance with the law, conditions of parole and public safety utilizing safety equipment (e.g., rubber gloves, flashlight, sharps containers, camera, evidence bags, property receipts, etc.), other law enforcement agencies, etc., in accordance with laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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14.	Represents the Division of Juvenile Parole Operations at violation hearings and/or other court proceedings, to ensure due process within established timeframes for youthful offenders/parolees by presenting evidence of alleged charges/parole violations and/or testify as a witness, represent Division of Juvenile Parole Operations at Morrissey Hearings in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
15.	Maintains youthful offender/parolee case record/living unit/field file (e.g., reviewing, organizing documents, filing, updating, etc.) to produce a source of accurate information for appropriate supervision and documentation to facilitate public safety, utilizing organizational and case management in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
16.	Prepares and/or edits case reports (e.g., treatment progress/annual review reports, Case Review Summaries, Community Assessment Reports, Discharge Review Reports, Projected Board Date (PBD) reviews, transfer summaries, Field Information System (FIS), Special Investigation Reports (SIR), recommitment reports, parole placement plan, etc.) to produce and provide required information regarding case management utilizing computer programs, reference materials, living unit and field files, police reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
17.	Provides necessary casework guidance and technical review of casework services performed by Youth Correctional Counselors to ensure appropriate treatment interventions and programs for youthful offenders to promote pro-social change and assist with their re-entry into the community by providing/referring them to appropriate resources/services in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.

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18.	Provides guidance and/or counseling to youthful offenders/parolees on personal, institutional, and family issues, especially those resulting in patterns of delinquent behavior to promote pro-social change and assist with their re-entry into the community by providing/referring them to appropriate resources/services in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.
19.	Coordinates, as an institutional parole agent, with field parole agents in developing parole transition plans and resource development to promote pro-social change and assist youthful offenders in their re-entry into the community by providing/referring them to appropriate resources/services in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.
20.	Coordinates, as a field parole agent, with institutional parole agents and other staff in the development of community resources to ensure public safety, promote pro-social change and assist parolees in their re-entry into the community by providing/referring them to appropriate services in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.
21.	Trains and assists Youth Correctional Counselors in preparing youthful offenders for release on parole through the development of the Individual Change Plan (ICP), Identified Treatment Issues (IT) and case conference process utilizing case management skills, communication skills, leadership skills, etc. in accordance with Division of Juvenile Justice policy and procedures, as required.

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22.	Supervises the conduct of youthful offenders/parolees committed to the Department of Corrections and Rehabilitation to ensure safety and security of staff, youthful offenders and the public, security of work areas and materials, to prevent escapes or injury by youthful offenders/parolees to themselves, others, or to state/private property and to ensure compliance with various laws, rules, policies, procedures, etc. utilizing various resources (e.g., Title 15, laws, rules, policies, procedures, interpersonal skills, correctional awareness of the surroundings, various alarm systems, etc.), on a continuous basis.
23.	Inspects premises to ensure compliance with mandated safety regulations and to identify and confiscate contraband (e.g., weapons, illegal drugs, alcohol, pornography, etc.), by searching youthful offenders/parolees and visitors, visual inspection of the grounds, program areas, and youthful offender's/parolee's personal possessions (e.g., clothing, desks, lockers, placement areas, etc.) utilizing various resources (e.g., Title 15, policy, procedures, law, rules, etc.), on a continuous basis.
24.	Consults with the youthful offenders' treatment team in the Disciplinary Decision Making-System (DDMS) process and presents second level appeal cases to Board of Parole Hearings (BPH)/Youth Authority Board (YAB) utilizing the DDMS, communication skills, appeal forms, etc. in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.

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25.	Utilizes and updates Ward Information Network (WIN) in tracking case report/case conference data to ensure accurate information, hearing presentation within established timeframes, coordinate representation pursuant to Americans with Disabilities Act (ADA) / Wards with Disabilities Program (WDP), confinement/discharge information, visitor documentation, case notes/contacts, incentive program, etc. utilizing computer program, organizational and tracking skills, scheduling, monitoring, etc. in accordance Division of Juvenile Justice policy and procedures, as required.
26.	Monitors casework of the Youth Correctional Counselors (i.e., case reports, small group/individual counseling sessions, case notes, interactive journals, case conference process) perform field supervision tasks (i.e., violation reports, case conferences, corrective action plans, Morrissey Hearing presentations, etc.) to ensure public safety and meeting prescribed mandates in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.
27.	Participate/conduct various in-service training, meetings and/or committees (i.e., Student Consultation Team (SCT) meetings, Individual Education Plan (IEP) meetings, parole agent and treatment team meetings, etc.) to ensure prescribed mandates are met in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.
28.	Track and ensure timely notification and registration requirements/mandates (i.e., victim, sex offender, gang, arson, law enforcement notification, etc.) are met in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, utilizing WIN, file reviews, working with clerical support, as required.

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29.	Conduct initial interview with parolee to review conditions of parole, parole plan, frequency of contacts, parole grievance process, board appeal process, restitution, registration, file disclosure, service referrals, to ensure prescribed mandates are met in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, utilizing Division of Juvenile Justice forms, conditions of parole, parole plan, parolee rights handbook, etc. as required.
30.	Conduct initial interview with youthful offender to assign Youth Correctional Counselor, make referrals, review clinical documents within established timeframes utilizing clinical documentation and field file in accordance with laws and regulations and Division of Juvenile Justice policy and procedures, as required.